

## **Statement of Objectives**

### **1. Background**

#### **1.1 Introduction**

**The Environmental Protection Agency's (EPA) Office of Environmental Information's (OEI) vision is to advance the creation, management, and use of data as a strategic resource to enhance public health and environmental protection, promote informed decision-making, and improve the public's access to information about environmental conditions. OEI provides the ability to access, use and communicate environmental program and administrative information for Agency clients and closely affiliated environmental partners such as state and local governments, contractors, and researchers.**

**The Office of Technology, Operations, and Planning (OTOP) is the Agency focal point for policy, management and implementation of EPA's information technology (IT) infrastructure, and oversight of Federal and Agency IT statutes, regulations, and standards. OTOP sets hardware, software and telecommunications standards and operates EPA's internal information technology infrastructure and organizer strategic planning for IT and security. OTOP provides this broad range of information and technology services through its four supporting organizations. These organizations are the Mission Investment Solutions Division (MISD), the Technology Information Security Staff (TISS), the National Computer Center (NCC), and the Enterprise Desktop Solutions Division (EDSD).**

**The Mission Investment Solutions Division, located in Washington, DC is the focal point for IT and systems planning. Its responsibilities include implementing Agency compliance with the Clinger-Cohen Act and the Computer Security Act, serving as liaison to other Federal agencies for IT planning and performance, developing and overseeing the implementation of Agency IT policy, developing the Agency's technology architecture and standards, and conducting Agency IT strategic planning.**

**The Technology Information Security Staff, located in Washington, DC, was established in response to the information security challenges presented by distribution of EPA information across many locations and its access by the**

public via the Internet. Its responsibilities include enhancing EPA's technical approach to protecting the integrity of information, coordinating and directing technical security enhancements, tracking responses to threats and incidents, and helping to formulate and implement policies and guidance related to information security at EPA.

The National Computer Center (NCC), located in Research Triangle Park, NC manages the EPA's enterprise and high performance computing infrastructure and Wide Area Network (WAN).

EPA's Enterprise Desktop Solutions Division (EDSD), located in Washington, DC, is within OEI/OTOP, and is responsible for providing varying levels of voice and local area network (LAN) services at varying levels EPA-wide and desktop service within its own programmatic unit of OEI. EDSD's National Telecommunications Support Contract (NTSC) is scheduled to expire in January 2006. The NTSC contract provides a broad range of telecommunications and user support related services at all EPA locations.

EDSD is working not only to replace NTSC, but ultimately to enhance support services and provide integrated IT telecommunications solutions for OTOP and its stakeholders. EDSD has requested acquisition and management support from OAM via GSA's Small Business Government Wide Acquisition Contracts Center 8(a) STARS (Streamlined Technology Acquisition Resources for Services). This procurement effort, hereafter referred to as the Information Technology Support-Agency Communications Technology (ITS-ACT) project, will further enhance IT telecommunications services to EPA and its customers.

## **1.2 Acquisition Approach**

**The Information Technology Solutions-Agency Communications Technology (ITS-ACT) acquisition will result in a single award, performance based task order for the provision of a wide variety of computing and telecommunications services. The goal of this acquisition is to improve the quality of the information and telecommunications services provided to the EPA user community, while reducing OTOP's overall internal and external cost through comprehensive and innovative solutions.**

**Consistent with the guidance and information provided during the various information sharing sessions held over the past several months, 8(a) STARS GAWC industry partners are encouraged to offer creative and innovative solutions that meet the overall strategic objectives as listed in Section 2.1 In addition, within the context of the overall objectives, 8(a) STARS GWAC industry partner solutions should, where appropriate, address the specific objectives for each of EPA's functional requirements.**

**With the exceptions of the constraints/conditions listed in Section 2.2, this Statement of Objective (SOO) does not provide specific details on the types of solutions to be offered, the comprehensiveness of any specific solutions, nor any specific performance levels/metrics that must be associated with any specific area. However, the Government required 8(a) STARS GWAC industry partners to offer comprehensive solutions that: (1) are based on an understanding of the current EPA IT telecommunications environment, (2) provide the scope and breadth of services that is responsive to the present and future needs of the EPA user community, (3) ensure the performance levels that must be achieved in all functional areas to provide fully satisfactory level of service, (4) allow OTOP to offer a wide variety of competitively priced services, (5) create an overall IT telecommunications environment that will continue to meet the changing needs of the EPA user community, and (6) ensure an appropriate level of security based on industry best practices.**

## **2. Scope**

**The EPA requires nationwide, enterprise-wide information technology telecommunications to assist in meeting its strategic objectives and responsibilities under Federal legislation and executive orders. It requires information technology and telecommunications infrastructure and related services that are stable, reliable, secure, and responsive to the needs of EPA and its Stakeholders.**

**Under this task order, the Contractor shall furnish the necessary personnel, materials, equipment, commercial off-the-shelf(COTS) and system software, telecommunications, facilities, and related services required to deliver EPA services listed below. Since the pace of change in the information technology and telecommunications marketplace makes it impossible to fully anticipate how individual EPA requirements will evolve over the life of the task order, the Contractor shall incorporate innovative and emerging technologies that improve infrastructure and mission performance in the most economic and efficient manner.**

**The following are general and specific functional tasks that are in scope under this procurement request.**

#### **General Functional Tasks**

- \$ Management
- \$ Workload Reporting
- \$ Invoicing

#### ***Technical Functional Tasks***

- \$ National Voice Analog Operations and FTS
- \$ RTP Local Voice Analog Operations
- \$ Video Teleconferencing Services
- \$ Audio Conferencing Services
- \$ Field Site Telecommunications Services

**- Athens**

**- SESD**

**- Atlanta**

- \$ HQ Locator Directory
- ~~\$ Smart Conference Rooms~~
- \$ Blackberry Service Support
- \$ Mobil Device Services (Cellular/Air Cards)

### ***Special Projects***

### ***Emerging Requirements***

#### **2.1. Overall/General ITS-ACT Objectives**

***This SOO provides 8(a) STARS GWAC industry partners with the opportunity to offer innovative solutions to critical ITS-ACT mission objectives.***

***The following overall objectives apply to all technical, engineering, and contractual objectives of the ITS-ACT project.***

- \$ Develop a full partnership relationship with an Industry Partner that will result in a cost reduction for the services that are delivered to ITS-ACT customers.
- \$ Increase the flexibility of the services delivered to better meet the customers' changing needs.
- \$ Reduce the time required to deliver new technology to solve customer problems.
- \$ Shift the focus of the Government staff to building customer relationships, fully defining customer requirements, and maintaining the quality of service delivered and allow the Industry Partner to make the technical decisions required to meet the defined service

- levels.
- \$ Strengthen the technology support and service delivery provided to ITS-ACT customers through the use of industry best practices.
  - \$ Implement a new service delivery paradigm in which EPA reduces management IT inventory and funding of IT capital investments.
  - \$ Support audits by EPA and Federal oversight groups, such as the EPA Inspector General and the General Accounting Office.
  - \$ Provide uninterrupted, secure, and appropriate customer access to local technology and telecommunication services.
  - \$ Obtain an integrated solution for EPA that leverages the strengths of the Industry Partners with the capability of specialized best of breed companies.
  - \$ Establish effective contract management practices that facilitate partnership with EPA and its contractors to achieve results, provide a model for innovation that increases efficiency and effectiveness of ITS-ACT, and facilitates other innovation such as share-in-savings, share-in-profits, and other performance-based approaches.

## **2.2. Overall/General ITS-ACT Conditions**

***The Contractor shall perform all technical and managerial functions during the task order period of performance under the following conditions.***

### **2.2.1. Maintaining current functions**

The contractor shall, at a minimum, maintain the same level of operational capability provided by OTOP to EPA customers and users in FY 2005 and FY 2006 through the National Telecommunications Support Contract (NTSC) contract.

### **2.2.2. Locations**

Unless otherwise specified, support and services shall be provided in the Washington, DC metropolitan area, at Research Triangle Park, NC and at regional, laboratory, and field sites located throughout the EPA. The contractor staff in Washington, DC Metropolitan Area needs to be accessible so that total travel time—one way—to or from the Federal Triangle Campus Area is no longer than thirty (30) minutes.

The contractor may be required to provide on-site telecommunications support staff in any of the EPA regional offices, laboratories and field stations. If telecommunications support is required by a regional office or laboratory on a

long-term basis, the contractor shall be provided thirty (30) days advance notice before the support must begin. The contractor may also be required to support other EPA locations such as emergency response sites, or any location in which EPA has an operational interest. Startup intervals in such cases will be subject to individual negotiations.

### **2.2.3. Protection of EPA Data**

The EPA's environmental databases are a primary resource of the United States and protection of their integrity is an absolute necessity. The contractor shall provide and support the telecommunication infrastructure that houses these databases and allows the public to access them via the Internet. The contractor shall have primary responsibility for the defense of these databases and must execute a security program that protects the integrity of the databases consistent with EPA security policy.

Any security breach shall be identified, closed, and reported in accordance with established EPA policies and procedures at the earliest possible time. Protection of EPA data must be fully evaluated in any proposed change to the EPA infrastructure, and final approval of changes that relate to data protection will be made by the appropriate EPA Official.

The ITS-ACT contractor staff must be fully aware of and liable for unauthorized access by their staff. The contractor shall defend against this type of unauthorized access through policy and technical means.

### **2.2.4. Hardware and Software Maintenance**

The Contractor shall propose an approach to manage the transition of existing contracts and task order for hardware/software maintenance under the scope of this task order to the ITS-STAR 8(a)STARS GWAC Contractor at their expiration. A list of all such EPA contracts and task orders will be provided as appropriate.

### **2.2.5. Times of Operation**

In general, EPA's IT telecommunications infrastructure must be available 24 hours a day, 365 days per year. Some specific functions may only be staffed during normal business hours or as otherwise specified in work assignments to cover customers on both coasts. Specific hours of operation for each function will be provided. With the exception of support for office moves, work outside the normal operational period has been required infrequently. Support for office moves is frequently required for evenings and weekends. In the event of an environmental emergency or operational crisis, the Agency may require extended contractor support.

## 2.2.6. Conformance to EPA Standards and EPA and Federal Policy

Abide by all EPA regulations, policies, and procedures while in effect during the task order period of performance. This includes all changes in laws, regulations, policies, and procedures as they evolve during the task order period of performance. Conform to EPA Enterprise Architecture standards and all EPA governing documents associated with the EPA IT and telecommunications infrastructure.

As a minimum, the contractor shall conform to and abide by the following:

### Federal Policies and Regulations

Government Paperwork Elimination Act (GPEA)	<a href="http://www.whitehouse.gov/omb/circulars/a130/a130.html">http://www.whitehouse.gov/omb/circulars/a130/a130.html</a>
Records management guidance for agencies implementing electronic signature technologies	<a href="http://www.nara.gov/">http://www.nara.gov/</a>
Information Technology Management Reform Act	<a href="http://www.whitehouse.gov/omb/memoranda/m96-20.html">http://www.whitehouse.gov/omb/memoranda/m96-20.html</a>
Electronic Signatures in Global and National Commerce Act (ESIGN)	<a href="http://www.whitehouse.gov/memoranda/m00-15.html">http://www.whitehouse.gov/memoranda/m00-15.html</a>
Section 508 Compliance	<a href="http://www.access-board.gov/sec508/508standards.htm">http://www.access-board.gov/sec508/508standards.htm</a>
Presidential Decision Directive-PPD-62	<a href="http://www.fas.org/irp/offdocs/pdd-62.htm">http://www.fas.org/irp/offdocs/pdd-62.htm</a>
PDD-63 White Paper	<a href="http://www.fas.org/irp/offdocs/paper598.htm">http://www.fas.org/irp/offdocs/paper598.htm</a>
Presidential Decision Directive-PDD-67	<a href="http://www.gas.org/irp/offdocs/pdd/pdd-67.htm">http://www.gas.org/irp/offdocs/pdd/pdd-67.htm</a>
Government Information Security Reform Act	<a href="http://www.whitehouse.gov/omb/memoranda/m01-08-pdf">http://www.whitehouse.gov/omb/memoranda/m01-08-pdf</a>
Federal Information Processing Standards Publications (FIPS PUBS)	<a href="http://www.itl.nist.gov/fipspubs/">http://www.itl.nist.gov/fipspubs/</a>
Privacy Act Policies	<a href="http://www.whitehouse.gov/omb/memoranda/m01-05.html">http://www.whitehouse.gov/omb/memoranda/m01-05.html</a>



OMB Memorandum on Agency Architecture Development	<a href="http://www.whitehouse.gov/omb/memoranda/m97-16.html">http://www.whitehouse.gov/omb/memoranda/m97-16.html</a>
OMB Circular A130	<a href="http://www.whitehouse.gov/omb/circulars/a130/a130.html">http://www.whitehouse.gov/omb/circulars/a130/a130.html</a>
OMB Circular A119	<a href="http://www.whitehouse.gov/omb/circulars/a119/a119.html">http://www.whitehouse.gov/omb/circulars/a119/a119.html</a>

### **EPA Policy and Procedures**

IRM Policy Manual	<a href="http://www.epa.gov/docs/">http://www.epa.gov/docs/</a>
Information Technology Architecture	<a href="http://basin.rtpnc.epa.gov/ntsd/ITRoadmap.nsf">http://basin.rtpnc.epa.gov/ntsd/ITRoadmap.nsf</a>
EPA Web Guide	<a href="http://www.epa.gov/webguide/index.html">http://www.epa.gov/webguide/index.html</a>
Agency Network Security Policy Order Number 2195.1A4	<a href="http://www.intranet.epa.gov/rmpolicy/ads/tranorders.htm">http://www.intranet.epa.gov/rmpolicy/ads/tranorders.htm</a>
Computer Security Incident Response - Directive 200.06	<a href="http://www.pintra01.rtp.epa.gov/ntsd/directives.nsf?OpenDatabase&amp;Start+1&amp;Count+30&amp;Expand=5">http://www.pintra01.rtp.epa.gov/ntsd/directives.nsf?OpenDatabase&amp;Start+1&amp;Count+30&amp;Expand=5</a>

Additional policies and procedures will be referenced as appropriate.

#### **2.2.7. Working Capital Fund Reporting**

The cost of all contractor-provides IT Services shall be reported to the EPA in a method that will support EPA Working Capital Fund requirements. This shall include the identity of the customer who requested the work, the cost center for which the work was done, and the amount of the work performed. The time period for the contractor's invoice shall be based on the calendar month to be consistent with the WCF workload reporting.

#### **2.2.8. Invoicing**

The cost of all contractor-provided IT

### **2.2.9. Security Clearances**

As specified in task order lines, contractor personnel may be required to possess National Security Clearances (Top Secret).

### **2.2.10. EPA Public Access**

Maintain EPA' current domain name, <http://www.epa.gov>, for its public access Internet presence.

### **2.2.11. Email address format**

Maintain the current E-mail address format, i.e., [lastname.firstname@epa.gov](mailto:lastname.firstname@epa.gov)

### **2.2.12. Role of EPA in the ITS-ACT Environment**

Under the ITS-ACT task order, EPA and the contractor will work in partnership to achieve the EPA's mission. The partnership will be strengthened by clearly defined roles and responsibilities, which will evolve over the life of the task order. EPA will be responsible for the strategic planning and direction setting. The ITS-ACT contractor shall be responsible for the technical planning, consistent with the direction of EPA, and the implementation of the technical plan. EPA will manage this task order through a process that is managed and coordinated jointly between OAM and OEI.

### **2.2.13. Change Management**

The ITS-ACT contractor shall maintain a detailed change management process that fully documents all changes for EPA review and to support audits of oversight Agencies. In addition, the ITS-ACT contractor shall be responsible for maintaining a high-level change management approval process that will provide EPA the opportunity to participate in decisions on major changes, e.g., architectural changes or changes that impact the budget.

### **2.2.14. Independent Review**

The ITS-ACT contractor shall cooperate and support independent review as required by EPA and its oversight Agencies. These reviews will include, but are not limited to, risk and vulnerability assessments, and audits of procedures, performance surveillance, and security reviews. In addition, at the direction of EPA, the ITS-ACT contractor shall provide EPA or an independent surveillance contractor direct access to data generated in performance of this task order.

### **2.2.15. Management Reporting**

The ITS-ACT contractor will design and implement an active and automated reporting system, which will keep each management level at EPA well informed in a timely but cost effective manner.

#### **2.2.16. Technology Phase Out**

EPA anticipates that during the period of performance of ITS-ACT several telecommunications services (e.g. Long Distance, Physical Audio Bridge equipment, Locator Directory Services, RTP Local Operations (long distance) and Octel voice main) will be phased-out over a 2-5 year timeframe due to technology changes (i.e., VoIP, WAN improvements, etc.)

### **3. ITS-ACT Services**

Consistent with the overall ITS-ACT objectives and conditions stated above, the contractor shall deliver the following services:

#### **3.1 Transition**

The transition process shall be completed in two phases to ensure a seamless transition with minimal cost from the current environment under the NTSC contract to the ITS-ACT task order.

##### **3.1.1. Contract Transition**

The initial phase shall be the transition from the current contractor on the NTSC contract to the ITS-ACT contractor. During contract transition, all Functional Tasks in Section 3.2 and Special Projects in Section 3.3 must be supported to the same extent as they are under the current contracts.

##### **3.1.2. Solution Transition**

The second phase shall be the transition from the current environment to the ITS-ACT contractor's solution. The contractor shall finalize the ITS-ACT Solution Transition Plan that describes the contractor's plan for assuring full operational capability and a seamless cutover to the ITS-ACT solution. The EPA will review and approve the plan prior to implementation by the contractor.

#### **3.2 Functional Tasks**

The Functional Tasks represent the activities associated with ongoing IT services provided by OTOP to its customers. Functional Tasks include "General Functional Tasks" that apply to the overall task order and "Technical Functional Tasks", which encompass all the specific IT telecommunications activities performed by the contractor under ITS-ACT. The contractor shall provide the required services to accomplish all of the following Functional Tasks:

Functional Tasks	Support to be Provided	Additional Comments
<b>General Functional Tasks</b>		
1. Management	Provide routine administrative and support functions (e.g. staffing, planning, scheduling, security, etc.)	Continuously monitor and analyze usage and capacity, install, operate telephone ordering and inventory system, support FTS ordering, and provide user support.
2. Workload Reporting	Process workload data to develop monthly WCF workload reports in accordance with EPA WCF requirements.	Additional information will be discussed at EPA's 8(a) STARS Forum and/or other venues.
3. Invoicing	Provide detailed information on the charges for contract performance.	Additional information will be discussed at EPA's 8(a) STARS Forum and/or other venues.
4. National Voice Analog Operations and FTS	<p>Provide routine ongoing and ad hoc telecommunications operations support, including installation and maintenance work at any EPA location. This includes the full range of voice, video, data, administration support (e.g., phone number identification, billing reconciliation, etc.) and combined telecommunication services.</p> <p>Operate EPA's centralized FTS business Office and the Voice/Video Technology and Engineering Center (VTEC)</p>	<p>Operate, install, and maintain telecommunication equipment, operate the EPA teleconferencing bridge, and develop and maintain a plan for providing service in response to actual or potential environmental emergencies or operational crisis.</p> <p>Additional information will be discussed at EPA's 8(a) STARS Forum and/or other venues.</p>

5. RTP Local Voice Analog Operations	Operate trouble desk, provide operations, administration and maintenance support for voice services, to include daily move activity; cellular reporting/billing functions, Octel voice mail, DMS switch access, and manage structured cable.	Additional information will be discussed at EPA's 8(a) STARS Forum and/or other venues.
6. Video Teleconferencing Services	Provide full-service support in planning, scheduling, and running of video bridging and video teleconferences services, including Video Over Internet Protocol, Firewall Traversal solutions, and streaming video conferences on the Internet. Ensure Headquarters National Video Teleconferencing capabilities take place with other EPA Regional sites, contractors, and any other organizations involved with helping EPA fulfill its mission and business objectives.	Additional information will be discussed at EPA's 8(a) STARS Forum and/or other venues.
7. Audio Conferencing Services	Provide all EPA employees nationwide and its states', partners, and tribes with a reservation-less audio conferencing capability that is an economical substitute for face-to-face meetings. Service must be available 24 hours, seven days a week, especially for conferencing participants who are located in different geographical areas.	Additional information will be discussed at EPA's 8(a) STARS Forum and/or other venues.

<p>8. Field Site Telecommunication Services (i.e, Athens, SEDS, Atlanta)</p>	<p>Provide support in the operation, administration and maintenance of voice telephone services, programming and maintenance, audio and video conferencing services, the Octel voice mail system installation and maintenance, performance and maintenance of voice and data wiring. Installation and support of facsimile operations, manage EPA cable facilities, and support telecommunications. Devices such as Blackberries, PDAs, and on-site network, telecommunication, and desktop support.</p>	<p>Additional information will be discussed at EPA's 8(a) STARS Forum and/or other venues.</p>
<p>9. HQ Locator Directory</p>	<p>Operate the Headquarters directory assistance number, maintain the locator database and telephone directories.</p>	<p>Answer calls, operate and maintain Oracle locator database.</p>

<p>10. Smart Conference Rooms</p>	<p>The Smart Conference Room service provides expert analysis and assistance to offices located in EPA Headquarters, Regional offices and Labs to enhance or upgrade their conference rooms. EPA anticipates the number of conference rooms needing support to perhaps range from 3–15 per year. These numbers will vary from year to year. This should be a “turn-key” (i.e., cradle to grave, end to end) solution that includes design, equipment procurement, installation and training to create state of the art multi-purpose and media rich conference room facilities.</p>	<p>Additional information will be discussed at EPA’s 8(a)-STARS Forum and/or other venues.</p>
<p>11. Blackberry Service Support</p>	<p>Provide National Blackberry and Blackberry Cellular Support Services to EPA national and regional locations. The contractor shall provide Blackberry data and/or Cellular service including administration support (e.g., phone number identification, billing reconciliation, etc.)as appropriate. Administrative support also includes working with carriers on billing invoices, operating features, functionality, terms and conditions, ordering and installation of blackberry devices at the desktops.</p>	<p>Provide centralized support activity for all EPA Blackberry and Blackberry cellular devices nationwide. Contractor shall be responsible for ordering (not purchasing) devices and services as required, processing, tracking, and billing all orders for Blackberry and Blackberry cellular services. Contractor shall be responsible for providing labor resources utilizing existing GFE, as required to fulfill EPA’s requirements.</p>

12. Mobile Device Service (Cell Phones/Air Cards)	Provide customers with use of cellular phones, enabling on-going/point-to-point communications even when customers are not at their designated extension and PC cards (Air cards) for internet connection when not in the office.	Additional task include provide customer support order, receive, program, deliver, inventory, report, dispose of equipment, and support WCF billing.
13. Special Projects	See Section 3.3	
14. Emerging Requirements	See Section 3.4	

### 3.3. Special Projects

EPA currently provides OTOP customers with specialized information technology/information management project support for ongoing and short-medium term projects. These Special Projects are associated with project-oriented IT activities ordered by OTOP's customers. The contractor shall provide the required information technology/information management support to assist EPA with the following Special Projects:

Special Projects	Support to be provided	Additional Comments
1. Technical Consulting	Telecommunication consulting, analysis, acquisition, and implementation support. Assessment of new/emerging technologies that can result in an improvement in quality of service to OTOP customers. Engineering/consulting support for requirement definition, design reviews, application development, and security planning for applications, databases, image technology, and other applications.	Perform Telecommunications and network planning, design, and configuration services



2. Local Technology Services	Engineering, operational, consulting, and development support for a variety of local technology services, including but not limited to Headquarters moves, wiring/cabling projects, and voice application development.	Additional information will be discussed at EPA's 8(a) STARS Forum and/or other venues.
3. End-to-End (i.e., Cradle to Grave) Telecommunication Projects	Execute major end-to-end telecommunication service projects (e.g., "turn-key" projects) in all functional areas as identified by performing design, implementation planning, proper material acquisition, installation, test, and maintenance.	Additional information will be discussed at EPA's 8(a) STARS Forum and/or other venues.

### 3.4. Emerging Requirements (Optional)

The following Emerging Requirements represent activities that may be performed under ITS-ACT task order. The contractor shall provide a solution for performing these tasks under ITS-ACT that EPA may choose to exercise.

Emerging Requirements	Support to be Provided	Additional Comments
1. Emerging Technology	Analysis, acquisition, implementation, and support for new technologies that emerge during the exercised life of this task order.	Research, analyze, and document current and emerging technologies which may be appropriate and applicable to the EPA telecommunication system.
2. Voice Services	Management, upgrade, and maintenance of a robust voice telecommunication infrastructure supporting a full range of voice services.	Additional information will be discussed at EPA's 8(a) STARS Forum and/or other venues.

### 3.5 ITS-ACT Phase-Out Transition

Additional Information:

**Management Roles:**

As specified in Task Order GS-06F-0332Z/0015

Reporting Requirements:

All correspondence, reports, data (including electronic materials) shall be delivered to the Project Officer as specified in the Task Order GS-06F-0332Z/0015.

**Period of Performance:**

Base Period	02/01/2006 through 12/31/2006
Award Term Period I	01/01/2007 through 12/31/2007
Award Term Period II	01/01/2008 through 12/31/2008
Award Term Period III	01/01/2009 through 12/31/2009
Award Term Period IV	01/01/2010 through 12/31/2010

There is a potential for an additional award term in the final period if outstanding performance is achieved with concurrence by the GSA Contracting Officer, meaning the task order could be extended until 2011.

**Clearance Required:**

All personnel must have a National Agency Check and Inquiries (NACI).

**Funding**

This Task Order will be incrementally funded.

**General Information**

The Government estimates growth within each functional task in accordance with the following list:

**Significant Growth: Smart Conference Rooms**

Moderate Growth: Workload Reporting, Video Teleconference Services, Cellular and Blackberry Services, Special Projects, Mobile Services, RTP Local Voice Analog Operations, Audio Conferencing Services

Undetermined Growth / Decline: HQ Locator Directory, Field Site Telecommunication Services, National Analog Voice Operations and FTS

Growth estimates are based on a combination regression analysis of previous trends and industry recommendations. The objective of EPA is to expand utilization of functional tasks within EPA, to other Federal Entities, and potentially to commercial users. The Government reserves the right to unilaterally change the ceiling of a Task Order Line Item based on increased utilization by an increasing customer base.

### **Award Term**

The Contractor is eligible for an incentive award after the first year if the Contractor receives an *outstanding* performance rating. The task order will be evaluated six months from the award date. Depending on the results of the evaluation, the Contractor will be given an option to extend services for an additional six months after the completion of one year. The period of performance for this contract is one year base period, with four one-year option periods. Therefore, the task order will be evaluated at least every six months. In the event that the contractor has performed less than satisfactorily (fair, poor, unsatisfactory) on an individual task order line item during a contract year, EPA reserves the right to require the contractor to correct the deficiencies, as provided in FAR 52.246-6 Inspection- Time and Material and Labor-Hour and/ or remove work assigned to the contractor for a task order line item that is rated overall poor or unsatisfactory. The rework request will be documented on a quality assurance surveillance plan mechanism for documenting discrepancies associated with contractor's deliverables/ outcome, e.g. Surveillance Activity checklist. The government reserves the right to increase surveillance activities of similar type work and may request revision of the contractor's Quality Control Plan, at no additional cost to the government.

### **Not Granting or Cancellation of Award Term Incentive**

The Government has the unilateral right to not grant or cancel an award term incentive period and the award term incentive plan for that period in the task order if:

1. The Government no longer has a need for the award term at or before the time an award term is to commence or
2. The Government notifies the contractor in writing it does not have funds available for the award term period; or
3. The contractor has failed to achieve a score of good (3.0) or better for more than one evaluation period, or the Contracting Officer (CO) has failed to initiate an award term incentive period, regardless of whether the contractor's performance permitted the CO to consider initiating the award term incentive period.

### **Award Term Availability of Funds**

Funds are not presently available for any award term. The Government's obligation under any award term is contingent upon the availability of appropriated funds from which payment can be

made. No legal liability on the part of the Government for any award term payment may arise until funds are made available to the Contracting Officer for an award term and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.